

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



COUNTY FISCAL LETTER (CFL) NO. 05/06-45

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY CHIEF PROBATION OFFICERS

SUBJECT: TITLE IV-E CHILD WAIVER DEMONSTRATION CAPPED ALLOCATION PROJECT  
(CAP) DEVELOPMENTAL COSTS CLAIMING INSTRUCTIONS

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-30-06, Dated April 14, 2006

The purpose of this County Fiscal Letter is to provide counties with claiming instructions for developmental costs associated with the Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project (CAP).

**Background**

The Department of Health and Human Services (DHHS) Waiver Authority Terms and Conditions Section 4.9 defines developmental costs as the expenses the county incurs to establish the demonstration prior to the project's implementation. Such costs can begin with the preparation of the County's proposal and may also include policy or procedures development. Developmental costs do not include expenditures for activities performed on or after the start date of the Title IV-E Waiver CAP.

These instructions pertain to any county that incurs costs as a result of specific activities related to the Title IV-E Waiver CAP implementation development.

**Claiming Instructions**

Effective with the June 2006 quarter, Program Code 176 (Title IV-E CAP Develop) has been established to capture costs associated with the development period of the Title IV-E Waiver CAP. PC 176 will be funded 50/35/00/15 (Federal/State/Health/County) without discount. All state general fund costs from this PC will be charged against the county's Child Welfare Services Basic Allocation. No additional funds are being made available for this activity.

**Time Study Instructions**

County staff should claim developmental activities to Time Study Code 1761. Activities include, but are not limited to developing county plans, policies and procedures, fiscal calculations, and developing county automated systems.

**Program Code Description for PC 1761**

Activities include time spent preparing for the Title IV-E Waiver CAP such as, but not limited to developing the letter of interest/intent, developing fiscal data, developing county plans, policies, and procedures.

There will be additional County Fiscal Letters issued with the CAP claiming instructions as needed. If you have any questions regarding this CFL, please e-mail your questions to [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

DOUGLAS D. PARK, Chief  
Fiscal Systems and Accounting Branch